

**APPROVED SUMMARY MINUTES SENIOR SERVICES ADVISORY BOARD**

**10:00 A.M.**

**June 1, 2016**

**CITY OF DERBY**

**ROLL CALL**

GERALD BROWNLEE  
JIM BURGESS  
TOM DAVIDSON, SECRETARY  
DUANE DAY, VICE CHAIRMAN

JANICE NEAGLE  
DIANE SCHMITT, TREASURER  
ELEANOR UNDERWOOD, CHAIRMAN

**CITY STAFF**

DEE WILLIAMS  
KIM HART

**Public Forum**

**Agenda Item #1**

RE: Derby Senior Center Administrator.

Dee Williams stated the city is interviewing seven candidates for her replacement. Depending on how the interviews go, next week the city hopes to do personality profiles, basic reference checks and background checks. The week after that they would like the top two or three candidates meet with the staff, board members and also attend a meet and greet. Dee let the board know they will be contacted to attend meetings.

RE: July 6<sup>th</sup> Board Meeting.

Dee Williams stated the July 6<sup>th</sup> board needs to be canceled since the city is in the process of hiring an Administrator replacement. Dee said the next board meeting will be August 3<sup>rd</sup>.

**Agenda Item #2**

RE: Advisory Board Fund report May 2016.

Diane Schmitt gave the Advisory Board Fund report for May 2016. The deposits totaled \$342 and expenditures were \$1,439.68 with an ending balance \$12,501.36.

MOTION: Gerald Brownlee moved to receive and file the Advisory Board Fund report for May 2016. Duane Day seconded.

VOTE: 6 yea, motion carried.

**Agenda Item #3**

RE: Approve May 2016 Advisory Board Meeting minutes.

MOTION: Diane Schmitt made a motion to approve the minutes with the correction from May 4 2016. Gerald Brownlee seconded.  
VOTE: 6 yea, motion carried.

**Agenda Item #4**

RE: Approve May 2016 Derby Dash Scholarship Report.

Dee Williams gave the report for the March Derby Dash Scholarship Report. There was \$24 used in scholarships in May leaving an ending balance \$455.

MOTION: Duane Day made a motion to approve the Derby Dash Scholarship Report for May 2016. Janice Neagle seconded.  
VOTE: 6 yea, motion carried.

**Agenda Item #5**

RE: Elvis Update.

Dee Williams stated that ticket sales for Elvis are going really well with approximately 210 sold already. Dee said it is being advertised in Active Age, and the Prime Times newsletter and they are very pleased with the response.

**Agenda Item #6**

RE: Accreditation.

Dee Williams stated last Thursday evening she received a call from Jay Morgan with the NISC accreditation. Jay let Dee know that the Derby Senior Center has been approved for accreditation. Dee stated she expects the letter of accreditation soon. Dee let the board members know how much she appreciated their participation in accreditation process.

**Agenda Item #7**

RE: May TNT.

Tom Davidson stated at the TNT for May 3rd they served BBQ Pork on a Bun and served 76 patrons. Tom also stated the total profit was \$201.78. Tom let the board know they will not have TNT in July and August hey will start back up in September.

**Agenda Item #8**

RE: Covered Dish Chicken – Jim Burgess.

Kim Hart gave the gift card to Jim Burgess for the Covered Dish Lunch.

**Agenda Item #9**

RE: Administrator Appreciation.

Eleanor Underwood stated that she really appreciated working with Dee Williams and all she has done for the Derby Senior Center. The Board members presented Dee with a plant.

**ADJOURNMENT**

MOTION: Gerald Brownlee made a motion for adjournment. Tom Davidson seconded.

VOTE: 6 yea, motion carried

Meeting adjourned at 10:26 A.M.

**Information:** The next Advisory Board meeting is Wednesday August 3, 2016 at 10:00 A.M.

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Eleanor Underwood, Chairman  
Senior Services Advisory Board

Date \_\_\_\_\_